

OPERATOR II (WATER RECLAMATION FACILITY)

FLSA Status – Non-Exempt

EEO Code – C/Technicians

Class Code – E336

GENERAL DESCRIPTION OF DUTIES

This position serves the public's interest by skillfully operating and maintaining the City's Class IV Water Reclamation Facility and associated pump stations. All work is performed in compliance with Federal and State regulations while meeting stringent effluent standards established by the Facility's NPDES permit. Individuals working in this classification partner with other City departments to protect the safety and health of the citizens of McMinnville.

SUPERVISION RECEIVED

This position receives general supervision of the Water Reclamation Facility Operations Superintendent and will receive work assignments and direction from the Senior Operator.

SUPERVISION EXERCISED

This position may assign work to Operator I's, Utility Workers, and temporary personnel. However, full supervisory responsibility is not a typical function assigned to this position.

ESSENTIAL JOB FUNCTIONS

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Performs inspections of the Water Reclamation Facility and pump stations to ensure proper equipment operation, working conditions, and cleanliness per established requirements. Reads instruments and records data, and adjusts monitoring instruments, gauges, and other equipment.
2. Monitors and controls plant processes, including the biological and chemical nutrient removal system.
3. Interprets process control laboratory data and makes adjustments to meet targets set by the process control guidelines. Participates and makes recommendations at weekly operations meetings.
4. Enters, retrieves and manipulates data from computer; uses SCADA (Supervisory Control and Data Acquisition System) control system to operate, troubleshoot, and control treatment plant and pump station processes. Provides trending information; and creates graphs, charts and spreadsheets for complex problem analysis.
5. Establishes and maintains logs and records as required by laws, regulations and procedures.

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6. Adjusts instrumentation and calibration of sensors to control systems such as chemical feed systems, biosolids systems, secondary process systems, wet well levels, and manages extreme hydraulic fluctuations.
7. Collects samples and conducts process control testing.
8. Takes appropriate corrective action in response to spills of chemicals, polymers, and bio-solids within work area as needed; and responds to emergencies by taking corrective steps.
9. Performs preventive/corrective minor maintenance on equipment at the Water Reclamation Facility and pump stations. Generates work orders for preventative and corrective equipment maintenance. Uses independent judgment in response to equipment malfunctions, potential permit violations, and anticipated action required in response to storm events.
10. Follows all safety rules and procedures for Water Reclamation Facility and City-wide safety.
11. Participates as member of the operation and maintenance team to assess conditions, solve problems, and make team decisions.

OTHER JOB FUNCTIONS

1. Perform various custodial work within the Water Reclamation Facility.
2. Maintains proficiency by attending training conferences and meetings, and reading materials.

WORK QUALIFICATIONS

Knowledge:

- Intermediate knowledge of the principles, methods, materials, tools, and equipment used in advanced wastewater treatment facilities;
- Intermediate knowledge of biological and chemical nutrient removal systems;
- Intermediate knowledge of tertiary treatment systems, including sand filtration;
- Intermediate knowledge of the related principles of biology, chemistry, and mathematics;
- Intermediate knowledge of the methods used for sample collection and preservation;

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- Intermediate knowledge of process control laboratory tests; and
- Intermediate knowledge of occupational hazards and safety precautions connected with the operation and maintenance of the Water Reclamation Facility.

Skills:

- Intermediate skill in solids processing, including gravity belt thickener and auto thermal thermophilic aerobic digestion (ATAD) operation;
- Intermediate skill in using the tools necessary to make repairs, run tests, read and calibrate instruments correctly, keep records and make reports;
- Intermediate skill in carrying out oral and written instructions;
- Intermediate skill in establishing and maintaining effective work relationships with employees and members of the public;
- Intermediate skill in communicating effectively, both orally and in writing; and

Abilities

- Ability to wear and use required safety equipment.

EXPERIENCE AND TRAINING REQUIREMENTS

Equivalent to high school education plus additional specialized courses in wastewater treatment plant operations and increasingly responsible experience at a Class III or higher activated sludge wastewater treatment facility, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential job duties.

SPECIAL REQUIREMENTS

Possession of Level II Wastewater Systems Operator certification is required.

DESIRABLE CERTIFICATIONS AND EXPERIENCE

Associates degree in Wastewater Technology; possession of Level III or IV Wastewater System Operator certification, current First Aid/CPR card, and previous experience in an advanced wastewater treatment facility is desired, but not required.

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. This position requires mobility. Many duties are physically demanding requiring entry to confined spaces and occasionally moving materials weighing up to 80 pounds. Movement of materials weighing up to 25 pounds may consume up to 5% of the work period. Activity and types of duties performed require manual dexterity and coordination. Reasonable accommodation will be made to individuals with disabilities who have known limitations.

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WORKING CONDITIONS

Much of the work takes place outside of buildings with exposure to all types of weather conditions on a year-round basis and exposure to sewage, sludge, bio-hazards, dirt, oil, grease, fumes, noise and chemicals. Entry to confined spaces is required on an infrequent basis. Position is subject to emergency on-call response after normal duty hours. May require working on rotating shifts, weekends, and holidays.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 10/94

Revised: 04/99

Revised: 05/01